

Golden Gardens Bathhouse

8498 Seaview Ave N
Seattle, WA 98117
INFO: (206) 684-7254
FAX: (206) 684-4853
www.seattle.gov/parks

RENTAL INFORMATION PACKET

TABLE OF CONTENTS

Fees and Charges	Page 1
Application for Rental	Pages 2-3
Insurance Information	Page 4
Alcohol Permit Information	Page 5
Fire Permit Information	Page 6
Frequently Asked Questions	Page 7

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ROOM RENTALS

Main Conference Hall	<i>150-200 people</i>	<i>55'x36'=1980' s/f</i>
\$80 per hour		
Open hall facility with five French doors facing the water. The Main Hall features a cathedral ceiling with many skylights that flood the room with natural light.		
Wet Room	<i>40-65 people</i>	<i>30'x30'=900' s/f</i>
(Included with rental of the Main Conference Hall)		
Wet Room includes plenty of counter space and a bar area. Ideal for use as a catering room. Other amenities include microwave, refrigerator and several sinks.		
Conference Room	<i>20-30 people</i>	<i>13'x22'=290' s/f</i>
\$25 per hour		
Ideal as a small meeting room or for use as an additional space for events		

ADDITIONAL FEES/COSTS

- Staffing (+1 hour) \$17.00/hour/staff person (2 generally required)
- Booking fee (all rentals) \$15.00
- Alcohol Use Fee \$60.00
- Cleaning Fee \$150.00
- Liability coverage is required for events: \$1 million for all events, \$2 million for event selling alcohol.

Deposit, Payment and Refund: A \$250 deposit is needed to reserve a time and date, \$500 deposit with alcohol. Full payment is due 14 days prior to the event. Deposits will be 90% refunded if cancellation is made more than 60 days prior to the event. Deposits will be 50% refunded if cancellation is made 30 to 60 days prior. Cancellations less than 30 days prior are non-refundable.

Insurance Requirements: \$1 million in liability covers most events, including host alcohol. \$2 million in coverage is required if alcohol is offered for sale.

**Seattle Parks and Recreation
Golden Gardens Bathhouse
8498 Seaview Ave. NW
Phone: 206-684-7254 Fax: 206-684-4853
www.cityofseattle.net/parks/reservations/slu.htm**

APPLICATION FOR RENTAL

Organization/Individual renting the facility: _____

Main Contact Person: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Official Name of the Event: _____

Description of the Event: _____

Indoor Spaces Requested: _____

Outdoor Spaces Requested: _____

Expected Attendance: _____

Day(s)/Date(s): _____

Set up time: Start: _____ Clean up time: End: _____

Event Hours: From: _____ To: _____

* Events must complete the Special Events Supplemental Page

RENTAL APPLICATION. SPECIAL EVENT SUPPLEMENTAL PAGE

FOOD/ALCOHOL

Food? Yes No **Catered?** Yes No

Name of Caterer? _____

Alcohol? Yes No **For Sale?** Yes No

Will food be cooked on site? Yes No

Will any catering equipment be brought in? Yes No **Please describe:** _____

LIGHTING/STAGING/AV EQUIPMENT

Lighting? Yes No **Please describe:** _____

Staging? Yes No **Please describe:** _____

AV? Yes No **Please describe:** _____

SIGNS/BANNERS? Yes No **How many?** _____

VALET PARKING/ SHUTTLE? Yes No **Describe:** _____

SECURITY? Yes No **Describe:** _____

ITEMS FOR SALE? Yes No **Describe:** _____

ADMISSION FEE? Yes No **Describe:** _____

DONATIONS SOLICITED? Yes No **Describe:** _____

CANDLES/FLAME? Yes No **Describe:** _____

DECORATIONS? Yes No **Describe:** _____

**The information supplied in this application is true and accurate
to the best of my knowledge.**

Signature

Print Name

Date



All events occurring at South Lake Union Park or Golden Gardens Bath House will be required to provide proof of insurance 15 business days prior to the event date. The City reserves the right to cancel events which fail to meet this requirement.

EVENT INSURANCE REQUIREMENTS

Certificate of insurance with the City of Seattle added as an additional insured for primary and non-contributory limits. THE MERE STATEMENT OF ADDITIONAL INSURED STATUS ON THE CERTIFICATE IS NOT ACCEPTABLE; A COPY OF THE ACTUAL ADDITIONAL INSURED POLICY OR ENDORSEMENT WORDING MUST BE ATTACHED TO THE CERTIFICATE. Surplus lines certificates must be issued and stamped by a Washington State licensed surplus lines broker. Minimum coverages and limits of liability are \$1,000,000 each occurrence Commercial General Liability insurance , including Host Liquor Liability if alcoholic beverages *are served at no charge*; if alcoholic beverages *are sold*, \$2,000,000 each common cause Liquor Liability is required. (All limits and coverage may be adjusted to meet exposure as determined by the City Risk Manager.)

Option 1: The Event Holder should contact their Homeowners or Business insurance agent, broker or insurer to determine if they can provide insurance for the event. Evidence of insurance should be issued with the City of Seattle unconditionally added as an additional insured as evidenced by a copy of a certificate issued by the insurer or an agent. If issued by a broker, a copy of the actual additional insured policy or endorsement wording must be attached to the certificate.

Option 2: If the Event Holder does not have Homeowners or Business insurance that will cover the event, event insurance will have to be separately purchased.

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ALCOHOL PERMITS

Events which take place at Golden Gardens Bath House are required to obtain the appropriate permits in order to serve or sell alcohol. A copy of this permit will be due to the South Lake Union Event Scheduling office 10 business days prior to the event date.

WASHINGTON STATE LIQUOR CONTROL BOARD

For questions, or to obtain an application for a permit or license contact the WSLCB customer service desk in Olympia at (360) 664-1600. Applications can also be obtained at your local liquor store.

Banquet Permits

A banquet permit is required to allow the service and consumption of liquor at a private, invitation only banquet or gathering in a public place of club.

Liquor must be provided free of charge by a sponsor, or brought by individuals attending the event.

Applications for a banquet permit at available any liquor store or agency. You may also call the Board's customer service desk at (360) 664-1600 to have an application mailed to you. There is a \$10 fee for a banquet permit.

Guidelines and Restrictions for Banquet Permit include but are not limited to:

- 1.) Attendance to the event must be by invitation only
- 2.) All liquor must be purchased at retail, and must be consumed between the hours of 6am and 2am

During the event the permit must be posted in a conspicuous place at the premises where the event is held.

Special Occasion License

A Special Occasion License is issued to a not for profit society or organization, to sell spirits, beer and wine by the individual serving for the on-premises consumption at a specified date and place.

Applications for a Special Occasion License are available at any liquor store or agency. You may also call the Board's customer service desk at (360) 664-1600 to have an application mailed to you. There is a \$60 per day per location fee for a Special Occasion License.

The application must be submitted 30 days prior to the event.

Guidelines and Restrictions for Special Occasion Licenses include but are not limited to:

- 1.) Spirits must be purchased from a state liquor store or agency. Beer or wine may be purchased from a state liquor store or agency, a retailer, or a distributor.
- 2.) Beer, wine or spirits may not be advertised or sold below cost.
- 3.) Beer, wine or spirits may not be given as awards or gifts.

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SEATTLE FIRE DEPARTMENT PERMIT REQUIREMENTS

Events which take place at Golden Gardens Bath House are required to obtain the appropriate permits from the Fire Department. A copy of this permit will be due to the South Lake Union Event Scheduling office 10 business days prior to the event date

Permits are required for Propane and Open Flame Cooking

General Permit Information

Permit applications, as well as additional information, can be accessed at the Fire Departments website www.seattle.gov/fire

Fire Department permits office: (206) 386-1331

Applications should be submitted 10 business days prior to the event; applications submitted within a shorter time period may not be able to be processed and are subject to additional fee.

Events which do not have the correct permits, or violate the conditions of their permits may have their permit cancelled on the spot.

GOLDEN GARDENS BATHHOUSE FAQ'S

What does my Rental of the Bathhouse include?

Rental of the Bathhouse includes use of the main hall, inside bathrooms and wet classroom; these areas will be reserved specifically for your event. Also, a smaller conference room can be added to the rental for an additional fee.

Rental of the bathhouse does not include the use of any outdoor space.

What equipment is onsite for my use?

There are tables and chairs on site which are included in your rental.

18	60in round tables	seat 8-10
18	2.5 x 6 ft rectangular tables	seat 6-8
140	chairs	

It is the responsibility of the renter to supply any equipment beyond what is listed above.

What outdoor spaces are available for rent within the park?

There are a number of picnic shelters and tables which can be rented as well as outdoor spaces for wedding ceremonies.

Only one outdoor ceremony can be scheduled per day at Golden Gardens, these ceremonies can take place in the North Meadow. The cost associated with the rental of an outdoor space for a wedding ceremony at Golden Gardens is \$100 per hour with a two hour minimum. In order to book an outdoor space you will need to call (206) 684-4081.

Is it possible to utilize the East Patio or any area directly outside the bathhouse?

No. The East Patio, the path around the Bathhouse and the sand area west of the Bathhouse are not rentable spaces and must remain open to the public at all times. Although your guests are welcome to enjoy the outdoor areas of the park you are not permitted to do any set up or conduct staged events in these areas.

What other events may occur in the park on the day of my rental?

Anyone planning an event at Golden Gardens Bathhouse should be aware that Golden Gardens is an extremely popular and busy park. You should expect that on the day of your event there will be a variety of picnics and gatherings occurring which will result in a large number of people in the park.

If you have not reserved the outdoor wedding site it is probable that another group has and you can expect there to be a wedding ceremony occurring in the outdoor wedding location within the park.

Is it possible to reserve parking for my event?

No. All parking at Golden Gardens is public parking and operates on a first come first serve basis.

Can I come in the day before my event to set up?

Depending on availability you may be able to schedule set-up time on the day prior to your event. There is a minimum time rental of 4 hours and this would need to be arranged ahead of time.

How can I arrange to see the Bathhouse prior to my event?

There are scheduled tour times at the Bathhouse, to arrange for this call (206) 684-7254.

How do I change the date or hours of an already scheduled event?

Depending on availability you may be able to alter the day or times of a booked event. For information call (206) 684-7254, changes must be made at least 5 business days in advance of your rental.

What paperwork do I need to send in and where do I send it?

After booking your event you should receive a checklist of all necessary paperwork specific to your event. Although it may vary, this usually includes: contract, attachment 1, banquet permit, fire permit (for outdoor cooking) and certificate of insurance.

All information can be sent to:	South Lake Union	fax: (206) 684-4853
	860 Terry Avenue N	phone: (206) 684-7254
	Seattle, WA 98109	
	Attn: Carrie Fulton	

Do I need to submit an alcohol plan in order to receive permission to serve alcohol?

No. This is no longer a requirement as long as you are hosting (not selling) the alcohol. In order to have alcohol at your event you must pay the \$60 alcohol fee plus an additional \$250 deposit, you must also purchase a banquet permit and provide a copy of this and your certificate of insurance to the Event Scheduling Office located at South Lake Union. Please note that alcohol at your event is only permitted to be served and consumed within the Bathhouse. No alcohol is allowed in any outdoor location of Golden Gardens Park. As a renter it is your responsibility to monitor your guests and to post signs stating "No Alcohol Beyond This Point" at all exits.

